

## **MME – LATE FEBRUARY FOCUS**

This is the third in a series of emails you will receive through the end of March to help you administer the Spring 2014 Michigan Merit Examination (MME) in manageable "bite-size chunks." If you focus on these points each month, we think your MME experience will go smoothly.

We have organized the late February activities according to the MME Key Staff member responsible for executing the MME-related action. It is our hope that this will support your handling and organization of required MME activities as well as highlight what to expect in late February.

### **WHAT TO EXPECT FOR MME IN LATE FEBRUARY**

<b>DATE</b>	<b>Test Supervisor (TS)</b>	<b>Test Accommodations Coordinator (TAC)</b>
<b>January 16 through February 28, 2014</b>		Additional order window for Day 2 accommodated materials <sup>[1]</sup> .
<b>February 24, 2014</b>	TS to receive Day 3 secure standard-time test materials <sup>[3]</sup> . Please inventory your shipment and after check-in, place materials in locked storage.	TAC to receive Day 3 secure accommodated materials. Please inventory your shipment and after check-in, place materials in locked storage.
<b>February 24 through February 28, 2014</b>	Additional order window for Day 1 and Day 2 secure standard time materials <sup>[1]</sup> . Day 3 Materials Return Kits arrive.	Day 3 Materials Return Kits arrive.
<b>February 24 through February 28, 2014</b>	Additional order window for Day 3 secure standard-time materials from the BAA Secure Site <sup>[2]</sup> .	
<b>February 24 through March 11, 2014</b>		Additional order window for Day 3 secure accommodated materials via the BAA Secure Site <sup>[2]</sup> . Coordinate with TS to place additional order for Day 3 accommodated materials before the deadline.

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<sup>[1]</sup> These orders are NOT placed via the BAA Secure Site. Please call ACT State Testing at 800-553-6244, ext. 2800.

<sup>[3]</sup> Additional orders placed for Day 3 secure materials (standard-time or accommodated) will be sent to the Test Supervisor.

<b>February 24 through March 13, 2014</b>	Additional Order Window for Day 3 materials return items.	Additional Order Window for Day 3 materials return items.
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<sup>[1]</sup> These orders are NOT placed via the BAA Secure Site. Please call ACT State Testing at 800-553-6244, ext. 2800.

<sup>[2]</sup> Additional orders placed for Day 3 secure materials (standard-time or accommodated) will be sent to the Test Supervisor.

<sup>[3]</sup> Schools on break during this time will receive this shipment the week prior.